



DEPARTMENT OF THE ARMY
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS
CLOCK TOWER BUILDING - P.O. BOX 2004
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR Policy
Statement #008

CEMVR-PC-C (690-200)

9 July 1997

MEMORANDUM FOR All Rock Island District Employees

SUBJECT: Policy on Restoration of Annual Leave

1. References:

a. Memorandum, NCR, CENCR-DD, 23 Aug 89, subject: Scheduling and Use of Annual Leave.

b. Change 1, AR 690-990-2, Book 630, 30 May 89, Chapter S-3, Annual Leave.

2. I do not want to see anyone forfeit annual leave when the leave year ends. The only acceptable reasons for leave restoration will be those necessitated by truly unusual circumstances, such as disaster relief operations. Employees have an obligation to schedule leave early in the leave year to permit proper planning for mission accomplishment. Management has a duty to approve requested leave, unless disapproval is dictated by critical mission requirements. In those instances when leave is denied, management must ensure that the employee has an opportunity to schedule an alternate period when the leave can be approved.

3. Employees who fail to cooperate in scheduling and using leave will lose any leave in excess of their authorized ceiling when the leave year ends. I hold supervisors and their respective chains of command personally responsible for administering the leave program in such a manner that no employee has just claim for restoration. I'm confident I will have your full support regarding this very important issue.

//s//

JAMES V. MUDD
Colonel, EN
Commanding

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